

## TWELVEACRES CEO/EXECUTIVE DIRECTOR JOB DESCRIPTION

Twelveacres Inc., located in the San Jose, California area, has served the needs of Christian Scientists for over 80 years --- with the past 45 years committed to providing services for adult Christian Scientists with developmental needs who seek practical daily care and activity in their demonstration of spiritual growth and healing.

Twelveacres is currently seeking a CEO/Executive Director to provide vision, leadership, and administrative oversight to lead the organization to its next level of growth.

### **Our ideal candidate will:**

- Be an active, working Christian Scientist. While membership in The Mother Church and a branch church, as well as having had Christian Science class instruction, constitute formal qualifications, the real requirement is for active reliance on prayer in Christian Science for inspiration and guidance and for the solution of any challenge that may arise in the job.
- Think conceptually and strategically about Twelveacres's purpose, programs, and future. Oversee the financial status of the organization including developing long and short term financial plans, monitoring the budget, and ensuring sound financial controls are in place; set financial priorities accurately to ensure the financial health and well-being of the organization.
- Be an exceptional and inclusive leader who ensures each staff member embraces and reflects the organizational values and standards in their performance. Demonstrate effective day-to-day operations and deliver on a sustainable model for staff hiring, training, development, collaboration and communication.
- Have an impressive track record in fund-raising and developing strong relationships with existing and potential donors and institutions as well as conceptualizing, developing, and implementing effective and consistent marketing programs.
- Provide inspirational leadership and direction to all staff ensuring the continued development and management of a professional, buoyant and efficient organization. Plan and implement new programs while delivering high quality service under our existing programs to achieve both short and long term goals.
- Be an effective oral and written communicator developing compelling stories about Twelveacres and fostering strong relationships with a wide variety of stakeholders: employees, conservators, board members, governmental and social services personnel, community organizations, donors, and Christian Science care facilities and organizations, etc.

**Desired Experience:**

- B.S. or B.A., ideally with an MBA or MPA or Christian Science Nursing management experience.
- 15+ years of overall professional business service experience.
- 7+ years of extensive staff management experience.
- Deeply committed to and active in the Christian Science Movement, relying on and demonstrating healing through Christian Science study and prayer.
- Experience serving on a Board or reporting to a Board, cultivating a transparent, open, and collaborative partnership with the Board by anticipating and addressing Board questions and being pro-active in communication, problem solving and proposing and applying practical, workable solutions.
- Relevant experience working with developmental needs, social services, Christian Science care or nursing facilities, educational or vocational training populations.
- Understanding of and experience using new technologies both to improve organizational efficiencies as well as for communicating the mission to cultivate donors, community partners and staff.

If you fit these job requirements and would like to be considered for this position, please email your resume with cover letter to Nancy Battey, Board President, at [nabattey@gmail.com](mailto:nabattey@gmail.com) by December 6, 2021.